



ISO 9001/2008 CERTIFIED

FIJI AERONAUTICAL INFORMATION CIRCULAR

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AIC 07/16
Effective
23 JUN 2016
ADM

This AIC replaces AIC 03/14, which is hereby cancelled.

FLIGHT CREW AND AIRCRAFT MAINTENANCE ENGINEERS EXAMINATIONS AND TIMETABLE

1. INTRODUCTION

- 1.1 This AIC provides examination information and timetable for Flight Crew and Aircraft Maintenance Engineers.

2. VENUE DETAILS

- 2.1 All Flight Crew and Aircraft Maintenance Engineers are advised that the venue for all written examinations conducted by the Authority is at the Civil Aviation Authority of the Fiji Islands Head Office, Namaka, Nadi Airport.

3. AUSTRALIAN CASA EXAMS FOR FLIGHT CREW

- 3.1 Exams are conducted every Friday within the period of 8.00am to 5.00pm local time except those Fridays that fall on promulgated Fiji public holidays. If Friday is a public holiday, the exam will be conducted same week on a Wednesday.
- 3.2 All Cyber examination bookings must be made with payments no later than 1pm of Wednesday that week or if Friday is a public holiday, no later than 1pm of Monday that week. Applicants are required to fill in Form No. PL101A (available on CAAF website¹) when applying. A candidate electing to transfer a booked CASA exam sitting to another date must advise the Authority before the aforementioned closing time.
- 3.3 Special sittings are available, however timely notification is required in order for CAAF to make advance arrangements with CASA. Candidates wishing to sit an examination outside the scheduled timetable will be required to pay additional fees.
- 3.4 Candidates who do not turn up for, fail to sit, or fail to complete the examination on their allocated day will forfeit the CAAF and CASA fee that they have paid.

¹ www.caaf.org.fj

3.5 Fees relating to sitting CASA Exams ^{2 3}

Candidates are required to pay the following fees in a) and b):

a) CASA fees for the Cyber Exams are as follows:

- IRES - A\$65.00 (non-refundable) per exam sitting
- ATPL - A\$65.00 (non-refundable) per exam sitting
- CPL - A\$65.00 (non-refundable) per exam sitting

b) The CAAF Fees for the Cyber Exams are as follows:

	Scheduled Sitting	Special Sitting
Exams lasting up to one hour or part thereof -	F\$54.50 (VIP)	F\$109.00 (VIP)
Exams exceeding one hour and lasting up to two hours -	F\$109.00 (VIP)	F\$218.00 (VIP)
Exams exceeding two hours and up to three hours -	F\$163.50(VIP)	F\$327.00 (VIP)
Exams exceeding three hours -	F\$218.00 (VIP)	F\$436.00 (VIP)

3.6 Re-sitting CASA Cyber Exams

For unsuccessful exam attempts, the re-training periods before re-sitting for **all pilot theory** exams are as follows:

	1st fail of a specific subject examination	2nd fail of that same subject examination	3rd fail of that same subject examination	4th and subsequent fails of that subject examination
Re-training period	7 Days	7 Days	A MINIMUM re-training period of 3 months applies. No exceptions.	Applicant must satisfy CASA that they have completed appropriate training. (Note)

Note: In order to satisfy CASA that a candidate has completed appropriate training, the candidate will need to send CASA proof of completing training from:

1. A theory provider; or
2. the CFI of the flying school at which they completed the remedial training for a theory exam

Candidates should realise that a failure in a subject is still counted as a failure, regardless of how long ago it occurred, and will be used for the determination of re-training periods.

² Candidates are to pay CyberExam fees to CAAF in Fijian dollars.

³ Fees are subject to change without notice.

4. CAAF EXAMINATIONS FOR FLIGHT CREW^{4 5}

- 4.1 All CAAF examination bookings and payments must be made at least 2 days before date of sitting.
- 4.2 Aviation Law exams and all aircraft type technical exams will be conducted every Wednesday, and candidates must be aware that bookings should be made in advance. Applicants should fill in Form No. PL101A (available on CAAF website⁶) when applying and pay the fees of \$54.50 per exam.
- 4.3 A candidate electing to transfer a booked CAAF exam sitting to another date must advise the Authority in writing at least two (2) days prior to sitting date. Failure to comply with this will disqualify candidate from sitting exams for at least two weeks and will result in forfeiture of exam fees.
- 4.4 Candidates wishing for special sittings that are outside the scheduled timetable will be required to pay additional fees.
- 4.5 CAAF exams maybe re-sat after 7 days.

5. CAAF EXAMINATIONS FOR AIRCRAFT MAINTENANCE ENGINEERS

- 5.1 All candidates wishing to sit AME examinations must submit their application forms (AW101D) with appropriate fee, at least two weeks prior to the date of sitting.
 - 5.1.1 The fee for AME exams is F\$54.50 per category. The fee for each oral exam is F\$54.50 per hour.
 - 5.1.2 All AME exams will be conducted each working Monday. Oral exam bookings shall be made on application form AW101D at least one week prior to intended exam date. Acceptance of oral examination applications will depend on the availability of Airworthiness Officers.
 - 5.1.3 A candidate electing to transfer an exam sitting from one date to another must advise the Authority in writing at least two (2) days prior to sitting date. Failure to do this will disqualify candidate from sitting exams for at least two weeks and will see the forfeiture of examination fees.

⁴ Candidates are to pay fees to CAAF in Fijian dollars.

⁵ Fees are subject to change without notice.

⁶ www.caaf.org.fj